



STATE OF CALIFORNIA

DEPARTMENT OF DEVELOPMENTAL SERVICES

JOB OPPORTUNITY BULLETIN:

MATERIALS & STORES SPECIALIST

SALARY RANGE:	A: \$2,963 - \$3,699 per month* <i>*The Starting Salary applies to those first entering State Service. The maximum salary is typically for State Employees who meet the necessary criteria for Annual Merit Salary Adjustments in increments of 5% until the maximum salary is attained.</i>
TENURE/TIME BASE:	Permanent/Full-Time
PROGRAM/DEPARTMENT:	Various Programs/Various Departments (*See Vacancies Below)
FINAL FILING DATE:	Until Filled

DESCRIPTION OF DUTIES:

Sonoma Developmental Center has several openings for Materials and Stores Specialists. The Materials and Stores Specialist classification is utilized in numerous of locations throughout the facility (See contact information below for various departments where vacancies exists). Typical duties of a Materials and Stores Specialist include, but are not limited to, directing and organizing the receipt, storage, issuance and shipping of a number of supplies needed for the operation of the facility. The incumbent works with the Warehouse Manager in the course of their daily operations and directs the work of lower level staff, operates material handling equipment and performs heavy labor. The incumbent monitors activities of warehousing operations; trains staff involved in the ordering, receiving, issuing and shipping of materials and supplies; coordinates the storage of items with the Warehouse Manager; participates in work area sanitation and safety procedures; is also responsible for maintaining accurate records of all expenditures and providing the information for monthly and annual budget reports; performs other duties as indicated on the employee's official duty statement.

WHO MAY APPLY:

Candidates must possess Civil Service Eligibility to apply. Civil Service Eligibility consists of: Current or former California State Civil Service employment (lateral transfer or reinstatement) or list eligibility. Per the California State Personnel Board's Rule 250, all applicants must meet the Minimum Qualifications as outlined in the Job Specification. The Job Specification and related information may be located by visiting: www.calhr.ca.gov Applicants must specify the type of civil service eligibility they possess on the application. Applications may be obtained from the Human Resources Office at Sonoma Developmental Center or downloaded from the site. Appointments may be subject to State Restriction of Appointment (SROA), Departmental Restriction of Appointment (DROA), Re-employment List procedures, a pre-employment physical, drug screen and fingerprint clearances. Applications will be reviewed and only the most qualified candidates will be interviewed.

SEND YOUR COMPLETED APPLICATION (FORM STD. 678) TO:

Sonoma Developmental Center
Human Resources Examination Unit – Room #124
P.O. Box 1493
15000 Arnold Drive
Eldridge, CA 95431

*(707) 938-6285 Contact Joan MacDonald for questions specific to a vacancy in the Nutrition Services

*(707) 938-6401 Contact Mario Pasquini for questions specific to a vacancy in the Plant Operations

*(707) 938-6230 Contact Roseanne Groshan for questions specific to the vacancy in the Impressions Clothing Center

SONOMA DEVELOPMENTAL CENTER IS AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.